

City of Long Beach DEPARTMENT OF PARKS, RECREATION AND MARINE 2760 Studebaker Road, Long Beach CA 90815---FAX (562) 570-3113

Application for Facility Use Permit

	Athletic Field	Beaches/Waterways	☐ Community	y Center	□ Gymnasium
	Picnic Area	Special Use	Pool		Other (Please specify)
	•				
Nam	ne (Individual/ Organizati	on):	Drivete for profit	Email	
Can	If Organization:				
	tact Person/Representat				Position Title
	icant must be at least 21 year	_			Zip
					Cell: ()
	e of Event:				
					Hours Requested:
	olicant must include set-up.			oani waxi Totai	mours requested.
Nam	ne of Event:		Type of Event:		
For	birthday/graduation part	y, indicate age of celebr	ant: (Two se	curity guards will be	e required for teen parties.)
Nun	nber of participants:	Adults +	Minors	_ = Total _	
Plea	se answer all questions	correctly. Unanswered	questions may del	ay your request	
1.	Is the event open or adv	vertised to the public?		Yes	No
2.	Is this a car/motorcycle	club?		Yes	No
3.	Is this a fundraising/reve	enue producing event?		Yes	No
4.	Will there be soliciting or	r selling of any kind?		Yes	No
	If YES on items 1, 2, 3 of	or 4, please also complete	items 16-29 on pages	s 3 & 4 (Special Us	se Information)
5.	Is this an organized gro	oup, such as a club, scho	ool or business?	Yes	No
6.		provide food for your eve			No
	If yes, please make sure th	nat the caterer has a Long Be	each Business License		
7.	Will this event be having	• • •			No
		d Disc Jockey acilities may not allow mu		usic P.	A. System Radio
3.	Will the event be adverti	ised prior to event date? I	How?	Yes	No
	Please check: Flyer	r Newspaper _	Radio _	Internet	
9.	Will there be any type of	f display or advertising at	the event?	Yes	No
10.	Will you be displaying or judging any motor vehicles?			Yes	No
11.	Will there be any promotionals or give aways/samples?			Yes	No
12.	Will there be animals during the event? Animal shows will require a permit from the Animal Control Office.			Yes	No
13.		a permit from the Animal Con ny sort of stage or structu		proved) Yes	No
14.	Will you be having a mo	onbounce? (Only on design	nated areas)	Yes	No
	Name of authorized may	onhounce company from (aumant lints		

Date: _____

15. I	Please <u>read and initial</u> on the following important policies, rules and regulations:				
a.	Set-up/clean-up/removal of decorations will be the responsibility of the group. Please include this in your requested time. On the date of the reservation, the permittee will be required to sign two forms prior to and after the event: 1) Facility Reservations checklist, a walk-through of the facility; and, 2) Application for Return of Deposit. Non-compliance of this policy will cause forfeiture of the refundade security deposit. The deposit will be refunded to the applicant WITHIN 4-6 WEEKS if the facility is left clean and free of damage .				
b. c . d.	Refundable Deposits will be paid to the Payer of the deposit. Amenities may not be adequate. Please contact the facility supervisor to check on amenities such as tables, chairs, kitchen, refrigerator, etc. (The use of the refrigerator and freezer at the Senior Center Auditorium kitchen/cafeteria area is prohibited.) Groups are responsible for providing additional tables and chairs needed. Some appliances may not be available. Consumption of alcohol (wine, beer, champagne, etc.) or substance abuse is not allowed on any City of Long Beach				
	properties. Violation of this regulation will mean forfeiture of the refundable security deposit and cancellation of your event at time of infraction. Smoking is not allowed in or around any City Park. Parking will only be allowed in designated areas. No parking or driving on grass.				
f.	Gambling is not allowed on City of Long Beach properties.				
g.	The use of candles is not allowed inside the community centers.				
e. f. g. h . i.	Other permits may be required depending on the type of event (i.e. Business License, Health, Charitable Solicitation.) Law enforcement intervention due to violation of rules and regulations will mean cancellation of event and may incur additional charges, affect future use and forfeiture of any remaining fees and security deposit paid.				
j.	Applications must be received at least <u>15 working days</u> prior to the date of the event. To avail of the Long Beach residence fee, please attach a <u>copy of your CA Driver's License/ID Card and a most recent utility bill</u> . Requests made 10-14 working days prior to the event must be made in person and all fees paid for in full. Requests made less than 10 working days but no less than 5 working days may be accommodated on a case by case basis, subject to availability of facility and staff, and groups will be				
k	charged the late booking premium fee. Any request for fee waivers must be made 60 days prior to the event. Submission of the completed form does not guarantee you the facility/date.				
i.	Reservations can only be made 6 months in advance. Submit the completed application form along with the initial deposit of \$375 if booking a social hall or a \$118 deposit if booking a reservable picnic site/open space. This amount will be applied				
m.	to your refundable deposit as soon as the booking is made. If facility or any other alternative is not available, your initial deposit will be returned. \$30 is due for all Permits issued and is non-refundable. Permittee must sign the facility permit and return along with the balance of the payment within the due date indicated on				
	the permit (10 calendar days after the reservation was made). In the event the signed permit and balance payment are not received by the due date, your reservation will be canceled, and you will be refunded the deposit less the applicable service fee. PERMITS ARE NOT VALID WITHOUT AN ORIGINAL SIGNATURE—FAILURE TO SIGN WILL VOID PERMIT				
n.	For teen parties (under 21 years of age), reservations must be made at least 15 working days prior to the event, NO EXCEPTIONS. Group must inform staff of the actual time the party starts. Security guards (minimum of 5 hours) are required to be present 30 minutes prior to guest arrival, whole duration of the event, and 30 minutes after the event. No event will be permitted to start without the two licensed security guards present.				
o.	Cancellation Policy: Notice of cancellation must be made at least 20 working days prior to the event to receive a refund less the applicable processing fee of \$70.00 for \$120 or less; or \$133.00 for over \$120; If a <u>paid reservation that was made with less than 20 working days is being canceled, the permittee will forfeit fees paid. PERMIT FEE IS NON-REFUNDABLE.</u>				
p.	Any request, to extend the time of the original reservation must be a minimum of one hour and must be made at least 10 working days prior to the event, subject to availability of facility and staff. However, changes for teen parties must be requested at least 15 working days prior to the date of the event. Changes made on the dates, times, number of attendees, etc. after the				
q.	permit has been processed will be assessed a permit change fee of \$30 per occurrence. Any cost incurred due to damage to the facility or due to law enforcement intervention arising from the group's event will be billed to the group.				
r.	Payments may be in the form of cash, check, or credit card. All fees for reservations made with 15 working days or less must be paid in full, and must be made by cash , money order/cashier's check or by credit card .				
	If paying by credit card, please complete credit card information: Amount - \$				
	Acct. # (All Digits) Exp. Date				
	Signature (required): 3 Digit CVC Code				
	Name of credit card holder, if different from applicant:				
	Billing address of credit card holder:				
If the applicant provides false information such as: purpose of event, names & addresses of event holder(s), number of persons in attendance, etc., the event may be canceled prior or during the event at the discretion of the City staff and will result in forfeiture of fees and deposits and/or denial of current and future applications for use of Department facilities and may incur additional City charges. The City reserves the right to cancel any reservation with 30 days notice. I certify that I have read and understand all the rules and regulations governing the use of the facility. I, the undersigned, do hereby agree that we will abide by the policies governing the use of the facility and will be responsible for any damages to the facility, furniture, or equipment caused by our occupancy of the facility. I understand that any false information provided or violation of any rules and policies will result in immediate cancellation of our event and will cause forfeiture of all fees and deposits. I have read and understand the cancellation policy and it's fees.					

Signature of Applicant:

SPECIAL USE INFORMATION

(Subject to approval from the Director of Parks, Recreation and Marine.)

Plea	se answer all the questions and pro	vide additional sheets	if necessary.		
16.	Event Dates(s):		Time:		
			Time:		
			Time:		
17.	Set up Date(s)/Time:				
18.	Break Down Date(s)/Time:				
19.	Estimated No. of Attendance:		Spectators _ Vendors		
20.	How will the event be advertised?	(Flyers, newspapers,	radio, television, internet	, etc.) Please describe.	
21.	Will monies or donations be collected by the second of the			No	_
22.	How will the funds generated by the	he event be used?			_
23.	Will food or merchandise be sold If yes, anticipated number of food				
24.	Will food or merchandise be giver Please explain.	n away for free?	Y	es No	
25.	Will you require electricity for any If yes, please explain in detail wh at certain picnic sites.)			es No be provided. (Electricity is	only available
26. 	Will any temporary structures or e system, seating, bleachers, tents, boo If yes, please describe in detail and atta	oths, portable toilets, etc.)	Yes	No	ighting, sound

27.	Will the event include music or ampli describe in detail. (If live performance			, etc.) Yes No	If yes,
28.	Please provide any additional inform booths, animal rides, moonbounces,		f your event not add	ressed above. (i.e	e. carnivals, game
29.	If you answered "Yes" to question City Departments depending on the a) CA Coastal Commission b) Financial Management c) Fire Department d) Health Department		for events by the be for selling food or m pen flame, or site pl	eaches and water erchandise ans	
unde durin of fe	 e) Parks, Recreation & Marine f) Planning & Building g) Police Department h) Public Service proposed event may require additional erstand that if I have provided false on the event at the discretion of the Dires paid, deposits and/or denial of cur 	 Liability Insurance Electrical, generat Special Event Coo Charitable Solicita Barricades/cones review, approval, permits, liour inaccurate information on ector of Parks, Recreation ar 	from Contract Division, stages, fencing a prdinator for security tion Permit from the and "no parking" signenses and/or inspecting application, the ad Marine, or his/her	on for events open and temporary structure. Special Permits Cons from Street Ma ctions from other Conserved the event may be considered.	ottures Office intenance City departments. I anceled prior to or Il result in forfeiture
I am abov hold	charges. authorized to sign on behalf of the apole statements are true. I agree to reing the City safe from any liability arising will be responsible for the adherence to	nburse the City of Long Bea out of the use of the premise	ch for any loss or des or equipment. I v	amage caused by	this usage and to
Nam	ne (Please Print)	 Organizatio	on		
Sign	ature	Title			Date
		FOR DEPARTMENT US	SE ONLY		
Rece	eived by		Date		
Depa	artment Approval		Date		
Proc	ressed by		Date		
Permi	Date Permit Sent to P	ermittee Staff's Initial	Date Signed	Permit Rcvd	Processed by